

SPONSORSHIP CHECKLIST
(Pre-arrival – Arrival – Post Arrival Stages)

PRE-ARRIVAL

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CONTACT THE MEMBER

- ☐ Preferably by telephone within 2 working days of your appointment as sponsor
- ☐ Follow-up with email
- ☐ Welcome Newcomer to Navy London
- ☐ Determine any special needs of newcomer – Use Newcomer Needs Assessment Checklist
- ☐ Encourage newcomer to contact the Family Service Center Relocation Team at their present installation for:
= SITES info on www.dmdc.osd.mil/sites OR
= www.famnet.com

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SEND OUT SPONSOR PACKET

- ☐ Obtain packet from your unit administrative/personnel office and send it out within 5 working days of your assignment as sponsor.
- ☐ Include a personal letter, the commander's letter and any other special information requested by your newcomer.

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SECURE LODGING

- ☐ Once you have a confirmed date of arrival for your newcomers, call ITT to reserve a TLA flat.
- ☐ If newcomer is single and E-4 or below, check with NAVACTUK Supply (x4264) to arrange for billeting.

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KEEP IN CONTACT WITH YOUR NEWCOMER!

- ☐ Continue to communicate with your newcomer!
- ☐ Notify your personnel/admin office of any changes or problems that might arise.

ARRIVAL

- ☐ **PERSONALLY MEET YOUR NEWCOMER UPON ARRIVAL**
 - ❑ Make sure you bring transportation large enough for the entire family as well as their luggage.
 - ❑ If you are TAD, ill or otherwise unavailable, make arrangements in advance so that your newcomer is greeted by a friendly face upon arrival.

- ☐ **TAKE NEWCOMER TO TEMPORARY LODGING/BILLETING**
 - ❑ Personally take newcomer to TLA accommodations
 - ❑ Show newcomer how to use British appliances
 - ❑ Show newcomer how to get around in the locality near the TLA accommodations; how to ride the tube.

- ☐ **INDOCTRINATE NEWCOMER TO LOCAL AREA**
 - ❑ Show newcomer around the base facilities; RAF West Ruislip, Blenheim Crescent, NAVFAC Eastcote, Headquarters Building, DoDDs schools, fitness centers, chapel, NEX/commissary, FSC, etc.
 - ❑ Show newcomer area where you live, where you shop, etc.

- ☐ **ACCOMPANY THE NEWCOMER IN PROCESSING**
 - ❑ Introduce newcomer to supervisors and other members of the command
 - ❑ Contact PSD to arrange for an check-in appointment.
 - ❑ Check-in with the Housing Office with 48 hours of arrival
 - ❑ Check-in with Personal Property to ascertain status of household goods shipment
 - ❑ Take newcomer to banks, post office, ITT, etc
 - ❑ **Sign newcomer and spouse up for Newcomer's Orientation. Email ffsclondon@cnauk.navy.mil for a orientation signup form.**

POST-ARRIVAL



CONTINUE TO MAKE YOUR NEWCOMER FEEL WELCOMED!

- ❑ Invite newcomer and family into your home to meet your family.
- ❑ Include your spouse and children in the sponsor process.
- ❑ Assist them in house hunting.
- ❑ Transportation to commissary / house hunting; offer a ride.
- ❑ Help for getting settled into home; when household goods arrive; maybe offer to baby sit for any children
- ❑ Help with registering vehicle
- ❑ Help with getting TV license



BE A PROACTIVE SPONSOR

- ❑ Be the sponsor that you would like to have
- ❑ You may find that you have a friend for life
- ❑ For assistance in answering any of your newcomer's questions and much, much, more, either visit or contact the Relocation Counselor at the Family Service Center at 01895-61-6500.